

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### STAFF SERVICES MANAGER II (Will consider a Staff Services Manager I)

<b>Salary:</b>	\$5,576 - \$6,727	<b>Work Hours:</b>	8:00 a.m. – 5:00 p.m.
<b>Tenure/Timebase:</b>	Permanent/Fulltime	<b>Final Filing Date:</b>	<del>February 17, 2009</del> April 3, 2009 or until filled
<b>Contact:</b>	Ashim Gardner (916) 324-3937 <a href="mailto:agardner@ctc.ca.gov">agardner@ctc.ca.gov</a>	<b>Office/Location:</b>	Commission on Teacher Credentialing Administrative Services Division – Office of Human Resources 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

Under the general direction of the Director, Administrative Services Division, the incumbent is responsible for planning, coordinating, and supervising the Personnel/Labor Relations Office which include all aspects of Personnel; Labor Relations; Reasonable Accommodations; Return-To-Work (RTC); Fair Employment and Housing Act (FEHA), Examinations; Classification and Pay; Position Control; CTC Training; Employee Assistance and Wellness; Workers Compensation; and Merit Awards. Duties include but are not limited to the following:

- Directly and through supervision of staff, plan, direct, review and evaluate the work activities of Human Resources staff. Ensure that systems and procedures are in place and that deadlines are met; train, review and evaluate individual performance; provide or initiate work improvement counseling and training to correct performance deficiencies; initiate and recommend adverse action; assist with individual staff development efforts.
- Ensure that all Human Resources functions, including: labor relations, classification and pay, examinations/selection, personnel transactions, workers' compensation, CTC training, employee assistance program, and health/safety are provided to CTC staff at a level of excellence and that activities are in compliance with control agency policies and guidelines.
- Serve as the Department's Human Resources Officer, and Employee Relations Officer, and see that the Department's general personnel management needs are met. Ensure adherence to merit system principles, selection and allocation standards, and conformance to control agency laws, rules and policies.
- Advise the Director of the Administrative Services Division of current activities and trends that may have an impact on CTC. Personally performs the most sensitive and complex personnel and management program related projects either for the Executive Director or the Commission. Respond and prepare correspondence for Administrative Services Division Director and Executive Director's signature. Represent the department at hearings.

#### DESIRABLE QUALIFICATIONS:

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance is Required.

#### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the Staff Services Manager II classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA).

#### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address, Attn Ashim Gardner. All applicants must clearly indicate the basis of their eligibility (*i.e.*, *SROA*, *surplus*, *reemployment*, *reinstatement*, *transfer*, or *list eligibility*) and include RPA No. 09-069. The applications will be screened and only the most qualified applicants will be invited for an interview.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

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